

Culver Public Relations is Dallas-based boutique Public Relations agency with a second office in San Antonio. We are seeking a Public Relations Intern to work now through the summer in their Uptown office. The intern will interface with the agency Principal on a daily basis and gain visibility into the inner workings and aspects of the public relations field. This is a paid internship position and could lead to full-time employment. Qualified candidates will have completed at least their sophomore year of college.

Responsibilities:

- Research data bases to build media lists for a variety of clients using Cision and other resources
- Research and develop editorial calendar opportunities for a variety of clients
- Track media coverage and build media value reports
- Assist team in drafting and distributing pitches and press releases
- Assist with building digital press kits and image folders
- Participate in brainstorm sessions
- Assist with event planning tasks and participate in events
- Craft social media campaign ideas and assist with social media monitoring
- Gather social media and web site analytics for clients and use data to create reports

We are looking for self-motivated individuals, must be resourceful, creative, detail oriented and love a challenge with excellent verbal and written communication skills. Qualified candidates must be able to work independently and enjoy collaborating with other team members and clients to achieve successful outcomes. We strive for client service and going above and beyond client expectations.

Candidates must be proficient with Microsoft Office.

Hours and days of week are flexible. Please send your resume and two writing samples to jeanne@culverpr.com.

<http://culverpr.com>